



TIMEOUT SUPERFONTSTM

PRINTS YOUR DOCUMENTS WITH GREAT LOOKING MACINTOSHTM FONTS FROM
INSIDE APPLEWORKSTM!

Athens - The quick brown fox jumped over the



Chicago - The quick brown fox jumped over the lazy dog.

Courier - The quick brown fox

Geneva - The quick brown fox

Helvetica - The quick brown fox jumped

London - The quick brown

Los Angeles - The



Monaco - The quick brown fox

New York - The

San Francisco - The

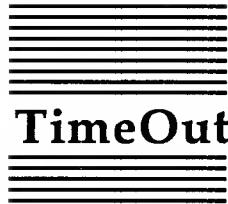
Σψμβολ - Τηε θυ



Beagle Bros

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by Mark Simonsen

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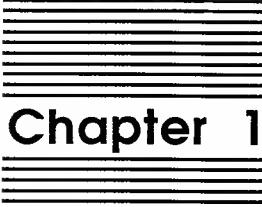
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Chapter 1

Welcome to TimeOut SuperFonts

TimeOut SuperFonts™ is part of the TimeOut AppleWorks™ enhancements series. All of the products in this series work *inside* AppleWorks and are quickly and easily accessed.

Because TimeOut SuperFonts is integrated with AppleWorks, you can print your files without leaving AppleWorks. This makes TimeOut SuperFonts quick and easy compared to other programs that require you to save your files, quit AppleWorks, then transfer your files to another program to print.

With TimeOut SuperFonts you can print your AppleWorks word processor files in any combination of good-looking, proportionally-spaced Macintosh fonts. You can choose from a wide variety of sizes. TimeOut SuperFonts includes fonts that range in size from 9 to 24 point and can print with lots of other fonts (available separately from Beagle Bros and other software publishers) in sizes from very small (6 point) to very large (127 point).

You can freely apply any combination of styles like bold, italic, underline, shadow, outline, subscript, superscript, and inverse to your writing.

You can also insert graphics into your documents. And most fonts include a wide variety of special and foreign characters.

TimeOut SuperFonts works with most dot-matrix printers and interface cards. (See the Notes file on the SuperFonts disk for a list of printers and interfaces. We're always adding to the list so we put it where we can easily update it.)

About this manual

The remainder of this manual is divided into three main sections:

Chapter 2: Installing TimeOut

Chapter 3: SuperFonts Tutorial

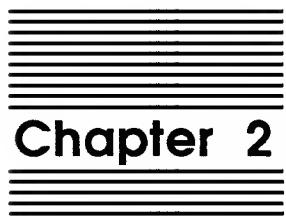
Chapter 4: SuperFonts Reference

If you haven't already installed TimeOut on your AppleWorks Startup disk, you will need to read all of chapter 2 *Installing TimeOut*. If TimeOut is already installed on your copy of AppleWorks, read only the section *Copying Applications to the TimeOut Applications disk* on page 9.

After installing TimeOut, you can read the Tutorial section which leads you through the process of printing several sample files, or you can go directly to the Reference section which describes each TimeOut SuperFonts feature in detail.

If you're not already familiar with the AppleWorks Word Processor, you may want to refer to your AppleWorks manuals before starting.

Note: This manual assumes that you are familiar with AppleWorks and the AppleWorks method of doing things (e.g. selecting menu options, answering questions, loading files, escaping, etc.) If you're not, please refer to the appropriate sections of your AppleWorks manuals.



Chapter 2

Installing TimeOut

TimeOut SuperFonts is provided on both 5.25-inch (double-sided) and 3.5-inch disks. Before using your *TimeOut SuperFonts* disk, please take a moment to make a backup copy of the disk you will be using. Since the disks are not copy-protected, you may use any standard disk duplication program such as *Filer*, *System Utilities*, *Copy II Plus*, *Diversi-Copy*, or Beagle Bros' *TimeOut FileMaster*. Be sure to write-protect and safely store your original disk so you don't accidentally overwrite it. (Use the backup copy when using TimeOut SuperFonts). Please do this now.

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TimeOut Compatibility

TimeOut is the controlling program that modifies AppleWorks and makes it possible for you to use applications like TimeOut SuperFonts from *inside* AppleWorks. TimeOut applications are actually integrated into the AppleWorks environment, unlike other AppleWorks enhancements you may be familiar with. This revolutionary advancement makes them more powerful, faster and easier-to-use.

TimeOut is compatible with AppleWorks versions 2.0 and later. If you have an earlier version, contact your dealer about getting an update. You must also have the USA version. TimeOut does not work with foreign language versions of AppleWorks.

TimeOut is compatible with most enhancements to AppleWorks including *Super MacroWorks*, *AutoWorks*, *Applied Engineering's desktop expander*, *Checkmate's desktop expander*, and the *Pinpoint accessories*.

If you are installing TimeOut with other AppleWorks enhancements, we recommend that you install TimeOut last. The only exceptions are if you are also using AutoWorks or the Pinpoint desktop accessories. Install these after installing TimeOut. Always install Pinpoint last.

The Big Picture

Once your backup copy has been made, you will need to install TimeOut SuperFonts so it can be used with AppleWorks. There are three steps to the installation process:

1. **Read Notes.** These notes indicate any changes or additions to your instruction manual.
2. **Update AppleWorks.** AppleWorks must be updated with TimeOut. TimeOut is an AppleWorks patch program that allows you to run TimeOut applications* inside of AppleWorks. Installing TimeOut only needs to be done once. If you have already installed TimeOut on your AppleWorks program, you can skip this step.
3. **Copy files to TimeOut applications disk.** A TimeOut applications disk is any disk that contains all of the TimeOut applications* you will be using. It can be a 5.25-inch disk, a 3.5-inch disk, a RAM disk, a hard disk, or any other ProDOS device. It can also be a subdirectory on any of these devices. If you do not own any other TimeOut applications and will only be using TimeOut SuperFonts, you may use your backup copy of TimeOut SuperFonts as your TimeOut applications disk.

**WHAT IS A TIMEOUT APPLICATION?* A TimeOut application is simply a program that runs inside AppleWorks. The programs on the TimeOut SuperFonts disk are TimeOut applications (i.e. SuperFonts and Utilities).

Read Notes

Boot your TimeOut SuperFonts disk by placing it in your boot drive and turning your computer off and back on or by pressing Control-Open-Apple-Reset.

Soon the title screen will appear. It contains a menu with the following options:

1. Read NOTES (Manual Updates)
2. Update AppleWorks (Apply TimeOut)
3. Copy files to TimeOut applications disk
4. Start up AppleWorks
5. Quit to BASIC

Select Read NOTES. This will inform you of any changes to TimeOut SuperFonts that have been made since this instruction manual was printed.

After you have read the NOTES, you will return back to the TimeOut startup screen.

Update AppleWorks

Select Update AppleWorks to apply TimeOut to your copy of AppleWorks. You may skip this step if you have already applied TimeOut to AppleWorks.

Sorting the TimeOut Menu

You must now specify whether or not you would like TimeOut to sort the list of TimeOut applications in the TimeOut menu. The names will be sorted alphabetically if you specify Yes. Otherwise, they will appear in the same order as they do in the disk catalog. By specifying No, you decide the order of the names in the TimeOut menu by placing them on your TimeOut applications disk in the order that you want.

Multiple TimeOut Applications Disks

If you are using 5.25-inch disks and have several TimeOut applications that will not all fit on one disk, you may want to indicate Yes to multiple applications disks. This allows TimeOut to list applications from more than one disk in a TimeOut menu.

If you cannot fit all of your TimeOut applications on one disk, you could also use the Add applications feature in TimeOut Utilities (see page 46) to create multiple TimeOut menus. Using this feature, each applications disk will have its own menu.

NOTE: Don't confuse multiple applications disks with multiple menus. The multiple applications disk feature is designed to allow 5.25-inch users to put applications from different disks into the same TimeOut menu. The multiple menu feature is designed to allow the use of more than 30 TimeOut applications and to allow adding applications at any time while using AppleWorks.

Location of TimeOut Applications

The next step is to indicate what the location of the TimeOut applications disk will be. This information is used by TimeOut (while you're in AppleWorks) to determine where to look for the TimeOut applications (such as TimeOut SuperFonts). The TimeOut applications disk is the disk that will contain all of your TimeOut applications. This can be a hard disk, a RAM disk, a floppy disk, or any ProDOS disk device.

You select the location of your TimeOut applications disk from the following menu:

1. AppleWorks STARTUP disk
2. Slot and Drive
3. ProDOS directory

If you have a hard disk or a 3.5-inch disk, you may want to place your TimeOut applications in the same directory or subdirectory with your AppleWorks STARTUP program. This helps you to avoid disk swapping by combining AppleWorks and TimeOut applications on the same disk.

If you have more than one disk drive, you may want to dedicate one drive to your TimeOut applications. You may specify either Slot and Drive or ProDOS directory to indicate where the TimeOut applications will be. For more information on ProDOS directories, see the section in your AppleWorks manual called "ProDOS, prefix for filenames."

Location of AppleWorks

The next step is to indicate where your AppleWorks STARTUP program is so TimeOut can be installed. You may specify either Slot and Drive or ProDOS directory. After indicating the location of AppleWorks, insert your AppleWorks disk (the STARTUP side if your are using 5.25-inch disks) and press any key to apply TimeOut to AppleWorks.

Note: This is a one time modification. If you add more TimeOut applications later, you don't need to modify AppleWorks again.

Re-installing TimeOut

After you have already installed TimeOut, if you need to change the applications disk location or the order of the menu, you can re-install TimeOut by following the same steps for initial installation. This will only work if you have not installed any other AppleWorks enhancement programs since you installed TimeOut. If you have, then you may need to completely reconfigure AppleWorks.

Copying Applications to the TimeOut Applications Disk

If TimeOut SuperFonts is your only TimeOut application, you may want to use your backup copy of the TimeOut SuperFonts disk as your TimeOut applications disk. If so, skip this step.

To copy the SuperFonts files to your TimeOut applications disk, select **Copy files to TimeOut applications disk** from the main menu.

Now, specify the location of the TimeOut applications disk (destination disk). You will need to specify either the slot and drive or the ProDOS pathname of the applications disk.

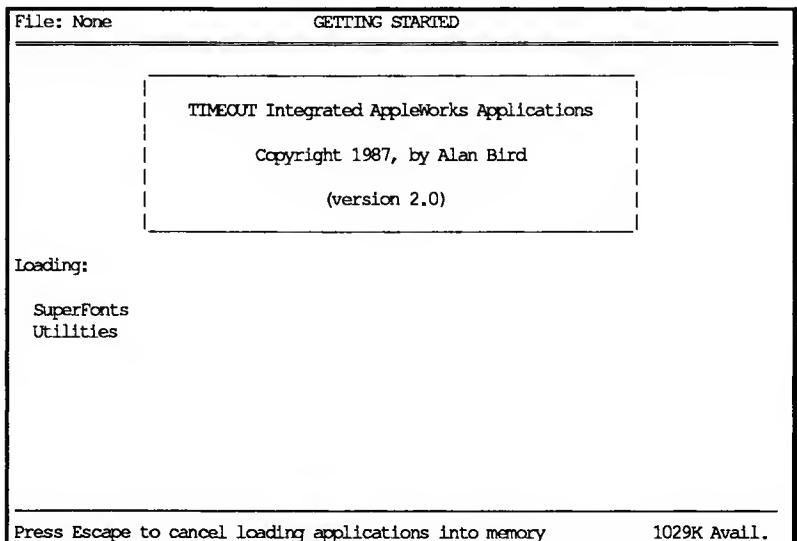
Once the destination disk has been specified, insert the destination disk in its drive and press the Space Bar. Any TimeOut applications already on the destination disk will be listed on the right half of the screen. As each TimeOut application is copied from the source disk to the destination disk, the name will be highlighted on the left and right sides of the screen.

When all the files have been copied, press the Space Bar to return to the main menu.

Start up AppleWorks

After you have applied TimeOut to AppleWorks and have created a TimeOut applications disk, you are ready to start up AppleWorks. Either boot your AppleWorks disk or select Start up AppleWorks from the main menu. If you have not already indicated the location of AppleWorks, you will need to do so now.

When you start up AppleWorks with TimeOut installed, you should see the TimeOut title screen before you reach the AppleWorks main menu. TimeOut will scan your TimeOut applications disk looking for TimeOut applications.



Note: If you receive a message indicating that TimeOut is getting errors trying to load the TimeOut applications, it means that TimeOut is unable to find the applications. At this point you must either insert your applications disk (if you have not already done so) and try again or specify a different location. If you have inserted your applications disk and are still getting errors, you either do not have any applications on the disk or

your disk has been damaged. You may need to create a new applications disk.

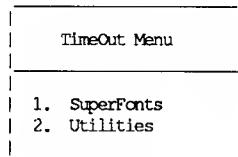
If you do not see a TimeOut title screen, you have not installed TimeOut correctly. Go back to page 6 and start over.

As TimeOut identifies each TimeOut application, they are listed on the screen. An asterisk ("*") before the application name indicates that it is memory-based. You may press Escape at any time to prevent memory-based applications from loading into memory (see page 44 for an explanation of memory-based applications). This doesn't affect your ability to use them, it just makes them disk-based.

If you have specified that you are using multiple TimeOut applications disks, insert each disk and answer Yes when asked Read another TimeOut applications disk? Answer No when the last applications disk has been read.

Accessing TimeOut Applications

While you are using AppleWorks, you may call up the TimeOut menu at any time by holding down the Open-Apple key and simultaneously pressing the Escape key. A menu similar to the following will appear (you may have more applications than this if you have other TimeOut products):



Use the Up and Down arrow keys or type a number to select an application, then press Return (press Escape if you don't want to make a selection). If your applications are not memory-based, be sure your TimeOut applications disk is in the drive when you press

Return. Otherwise, you will be prompted to insert your TimeOut applications disk. If you are using multiple applications disks, be sure to insert the correct one.

Memory usage

You will notice with TimeOut installed that you have less desktop memory for your AppleWorks documents. TimeOut itself takes up some of the memory.

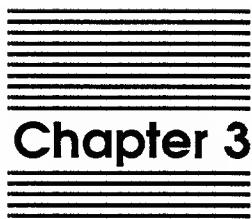
Memory-resident TimeOut applications also take up desktop memory. If you are short on desktop memory, reconfigure your applications so they are disk-based.

However, for maximum speed, make your TimeOut applications memory-based or run them from a RAM disk.

Control-Reset Patch

When you install TimeOut on your AppleWorks Startup disk, TimeOut makes a patch to AppleWorks so that Control-Reset will take you to the Main Menu instead of the machine-language monitor.

This patch is only added for use in the event that AppleWorks hangs or crashes. We do not recommend using it as a means of getting to the Main Menu!



SuperFonts Tutorial

The following section is a short step-by-step tutorial that helps you quickly become familiar with TimeOut SuperFonts.

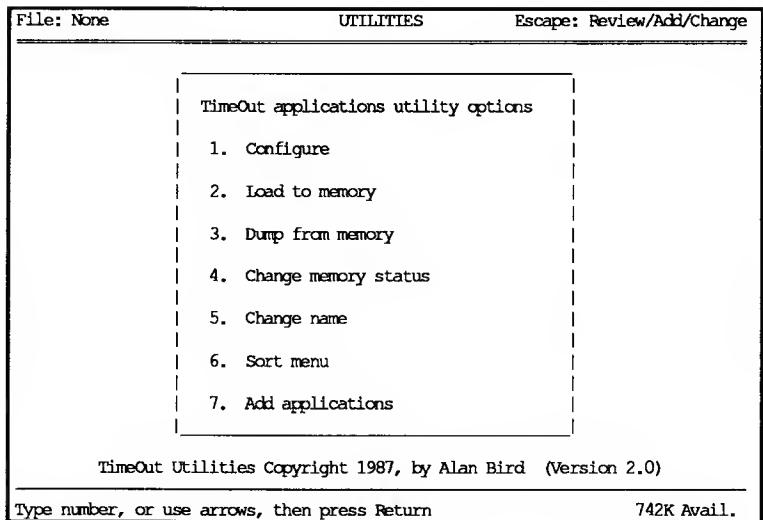
Configuring Printer and Interface

Before you use SuperFonts, you will need to specify a few things about your printer and interface.

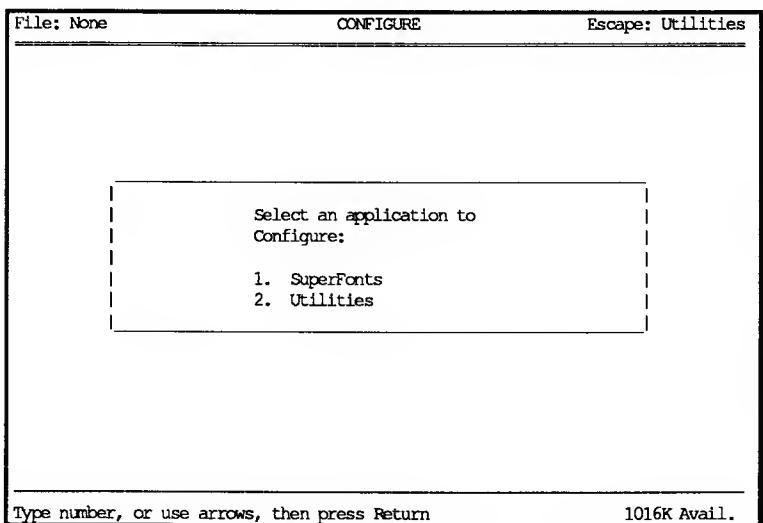
1. Make sure you have installed TimeOut on your AppleWorks Startup disk. Also, if you are not using the SuperFonts disk as your TimeOut applications disk, make sure you have copied the files TO.SUPERFONTS and TO.UTILITIES to your TimeOut applications disk.

NOTE: For purposes of this tutorial, you should probably use the TimeOut SuperFonts disk as your TimeOut applications disk. This saves you from having to transfer any files.

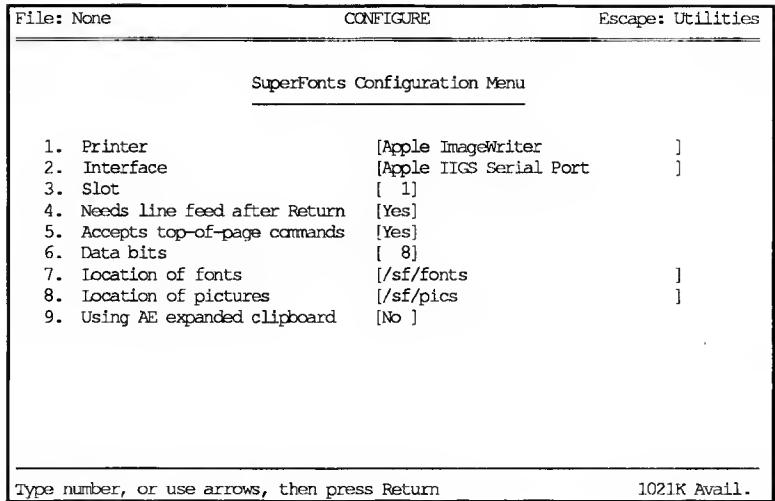
2. Start up AppleWorks.
3. When you get to the AppleWorks main menu, press Open-Apple-Escape to bring up the TimeOut menu.
4. Select Utilities and you'll see this screen.



5. Select Configure.



6. Select SuperFonts.



7. Select **Printer**, then choose your printer from the list of printers. (Use the Up and Down Arrows to move the highlighted bar to your printer and then press Return.) If your printer is not listed, check your printer manual to see if it's compatible with one of the listed printers, or try a few of the more common printers, such as Epson MX or Apple ImageWriter. If none of these work, see page 53 about contacting Beagle Bros Technical Support for assistance.
8. Select **Interface**, then choose your interface from the list of interfaces. (Use the Up and Down Arrows to move the highlighted bar to your interface and then press Return.) If your interface is not listed, check your interface manual to see if it's compatible with one of the listed interfaces, or try a few of the more common ones, such as Apple Parallel or Apple Super Serial.
9. Select **Slot** to specify the slot number of your printer interface card, usually slot 1. If you're using an Apple IIC or the Apple IIGS serial port, set the slot to 1.

10. Select `Needs line feed after Return` and specify the appropriate answer for your printer. This should be set to Yes for most printers, however, you may want to refer to your printer manual.
11. Select `Accepts top-of-page commands` and specify the appropriate answer for your printer. This should be set to Yes for most printers, however, you may want to refer to your printer manual.
12. Select `Data bits` and specify whether your interface card handles information 7 or 8 bits at a time. This should normally be set to 8 unless you have an old parallel interface card. Consult your interface manual for the appropriate settings.
13. For purposes of this tutorial, leave the configuration options `Location of fonts` and `Location of pictures` set to their default values of `/sf/fonts` and `/sf/pics` since we're using the SuperFonts disk as our AppleWorks data disk. (If you're using the 3.5 inch SuperFonts disk, these values should be `/superfonts/fonts` and `/superfonts/pics`.)
14. Press `Escape` three times to exit the Utilities application.

Using SuperFonts

To use SuperFonts, load the file *Sample 1* from the SuperFonts disk by selecting `Add files to the Desktop` from the AppleWorks main menu.

Printing a File

After *Sample 1* has been loaded:

1. Bring up the TimeOut menu by pressing `Open-Apple-Escape`.
2. Select `SuperFonts`.

```
File: Sample 1           SUPERFONTS      Escape: Review/Add/Change
=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====
The quick, brown fox jumped over the lazy dog.

TIMEOUT SUPERFONTS v1.0          Copyright (c) 1987, Mark Simonsen
Print from? Beginning Page Cursor
```

3. Press Return to print from the Beginning of the file.

```
File: Sample 1           SUPERFONTS      Escape: Review/Add/Change
=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====|=====
Where do you want to print the file?
1. Your printer: Apple ImageWriter
                           Apple IIGS Serial Port
2. The screen

TIMEOUT SUPERFONTS v1.0          Copyright (c) 1987, Mark Simonsen
Type number, or use arrows, then press Return          1016K Avail.
```

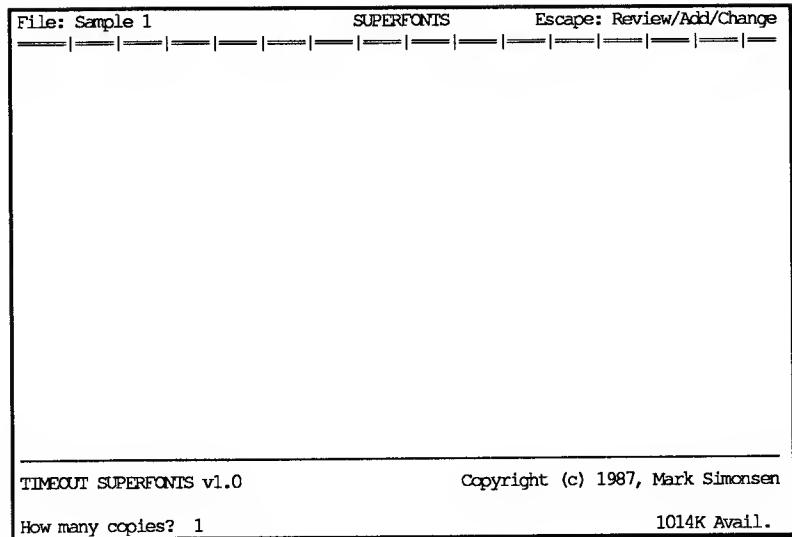
4. Press Return to select Your printer.

File: Sample 1 SUPERFONTS Escape: Review/Add/Change
_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|

____Page Setup____
T: Tall Adjusted No
R: Reduce 50% No

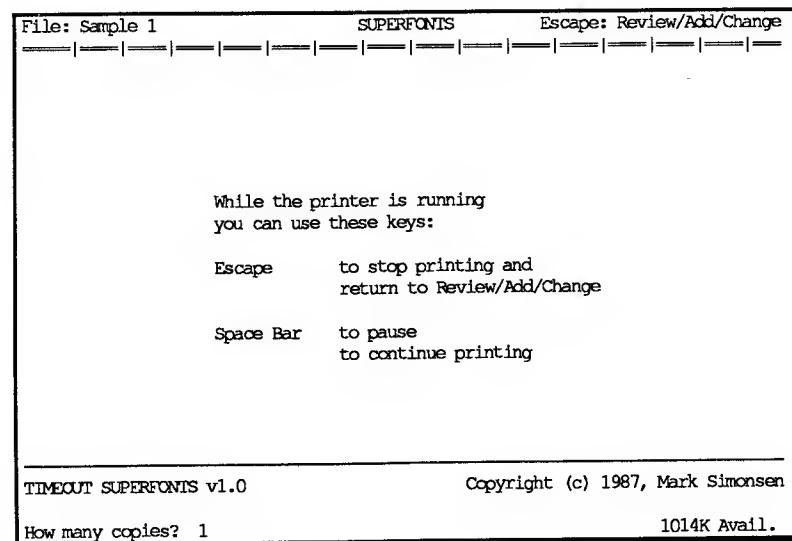
____Print Quality____
H: High
S: Standard ←
D: Draft

5. Press Return to accept the default page setup and print quality.



6. Press Return to print one copy. Make sure your printer is turned on and ready to print.

You will then see this screen:



SuperFonts will start printing the file. If the file doesn't print properly, see *Printer Problems* in Appendix B on page 52.

The output from your printer will look something like this.

The quick, brown fox jumped over the lazy dog.

You've now learned the basics of printing a file with TimeOut SuperFonts. You may have noticed that Sample 1 was printed with the Chicago.12 point font with no special styling. Chicago.12 is the default font. We didn't tell SuperFonts to use any other fonts or apply any styling so it didn't. To learn about styling and font selection, read on.

Adding Styles

Load the file *Sample 2* from the SuperFonts disk by selecting Add files to the Desktop from the AppleWorks main menu.

Sample 2 looks like this:

The screenshot shows the AppleWorks REVIEW/ADD/CHANGE window. The top status bar displays "File: Sample 2", "REVIEW/ADD/CHANGE", and "Escape: Main Menu". The text area contains the sentence "The quick, brown fox jumped over the lazy dog." with different font styles applied. The first part of the sentence uses a bold, italicized font, while the rest is in a regular font. Below the text area, the status bar shows "Type entry or use A commands", "Line 1 Column 1", and "A-? for Help".

Go ahead and print this file by selecting SuperFonts from the TimeOut menu. Refer to steps 1 through 6 above (under *Printing a File*) if you need help. Basically, all you need to do is press Return at each prompt.

The output on your printer will look something like this:

The quick, brown fox jumped over the lazy dog.

The quick, brown fox jumped overthe lazy dog.

The quick, brown fox jumped over the lazy dog.

Look carefully at the contents of *Sample 2* and compare it to the printout. You'll notice that there are some AppleWorks Printer Options embedded in the second and third sentence along with some other funny looking stuff.

The Printer Options are Bold, Underline, Subscript and Superscript. SuperFonts correctly handles these when it prints your files. In fact, except for a few commands that just don't make sense when printing with multiple, proportionally-spaced Macintosh fonts, SuperFonts correctly interprets most Printer Options when printing your files. For a complete list of supported commands see page 41.

The funny looking things in the file are SuperFonts Style commands. Here are the ones we used:

Command	Name
<ib>	italic begin
<ie>	italic end
<ob>	outline begin
<oe>	outline end
<sb>	shadow begin
<se>	shadow end
<nb>	inverse begin
<ne>	inverse end

When SuperFonts encounters a style begin command when printing, it will print in that style until it encounters the corresponding style end command. Styles may be used together as can be seen in the third sentence of *Sample 2*.

There is no limit to the number of Style commands you can put in a file. And you can use them anywhere, even in the middle of a word.

Choosing Fonts

Load the file *Sample 3* from the SuperFonts disk by selecting Add files to the Desktop from the AppleWorks main menu.

Sample 3 looks like this:

The screenshot shows the AppleWorks REVIEW/ADD/CHANGE window. The title bar reads "File: Sample 3" and "REVIEW/ADD/CHANGE". The escape key is set to "Main Menu". The text area contains the following content:

```
<1=new.york.12>
The quick, brown fox jumped over the lazy dog.

The ^quick,^ ^brown^ ^fox^ ^jumped^ <ib>over<ie> <db>the<oe>
<sb>lazy<se> <nb>dog.<ne>

The ^^<db><ib>quick, brown fox<ie><oe>^^ jumped over the
lazy dog.
```

At the bottom of the window, there are status messages: "Type entry or use A commands", "Line 1 Column 1", and "A-? for Help".

Go ahead and print this file by selecting SuperFonts from the TimeOut menu. Refer to steps 1 through 6 above (under *Printing a File*) if you need help. (Note: 5.25" users—if you have a disk drive that is not in use, put the FONT disk in it. Otherwise, when you see the message "Getting errors trying to load font", remove the SuperFonts disk, insert the FONT disk and press Return. Then when prompted to place the TimeOut application disk in a drive, put the SuperFonts disk back in.)

The output on your printer will look something like this:

The quick, brown fox jumps over the lazy dog.

The **quick**, brown fox jumps over the **lazy** dog

The quick, **brown** fox jumps over the lazy dog.

The only difference between *Sample 3* and *Sample 2* is <1=new.york.12> on the first line. This is a SuperFonts Load Font command. It tells SuperFonts to load New.York.12 point as the first font.

Before SuperFonts begins printing, it looks at the beginning of the file to see what fonts you want to use. If it doesn't find any Load Font commands, it assumes you just want to use the default font (Chicago.12).

You can have up to 64 Load Font commands (if you have enough memory to hold that many fonts) at the beginning of any word processor file. (Although, you'll probably never use more than about 16 fonts in a single file.) Don't confuse Load Font commands with Change Font commands. You can have an unlimited number of Change Font commands (see page 37).

Note: If you plan on using lots of fonts in your documents, you will probably need to expand your AppleWorks desktop with an Applied Engineering, Checkmate or Apple memory expansion card.

Here are the restrictions on Load Font commands:

- they must all be at the beginning of the file
- they must be placed before any printer options or text that is to be printed
- they must each be on a separate line

For an example of using more than one font in a file, load the file *Sample 4* from the SuperFonts disk. It looks like this:

The screenshot shows a text editor window with the following interface elements:

- Top bar: File: Sample 4, REVIEW/ADD/CHANGE, Escape: Main Menu
- Text area:

```
<1=new.york.12>
<2=chicago.12>
The quick, brown fox jumped over the lazy dog.

<2>The quick, brown fox jumped over the lazy dog.

<1>The quick, brown <2>fox <1>jumped over the lazy <2>dog.
```
- Bottom status bar: Type entry or use A commands, Line 1 Column 1, A-? for Help

The corresponding printout will look like this:

The quick, brown fox jumps over the lazy dog.

The quick, brown fox jumps over the lazy dog.

The quick, brown **fox** jumps over the lazy **dog**.

As you can see, we loaded two fonts. We also used a new SuperFonts command, the Change Font command. The Change Font command is simply brackets around the number of the font (from 1 to 64) that you want to change to. You assign the font numbers in the Load Font commands. For instance, we assigned New.York.12 to be the number 1 font and Chicago.12 to be the number 2 font.

You can have an unlimited number of Change Font commands in a file.

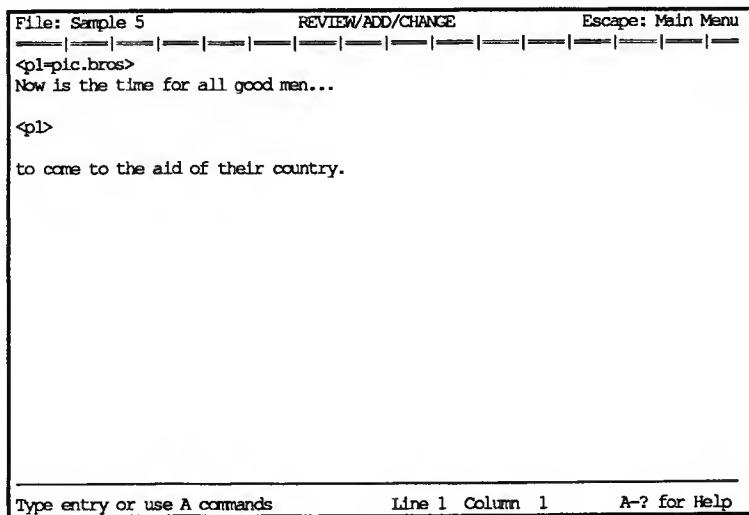
Printing starts with the number 1 font unless you specify otherwise.

The third sentence of the printout shows that you can mix fonts on the same line. In fact, you can change fonts anywhere, even in the middle of a word.

Inserting Graphics

SuperFonts lets you put graphics in your documents to spice them up. These may be either Hi-Res or Double Hi-Res pictures from almost any source. Double Hi-Res pictures must be stored in Apple format (1 file, sometimes referred to as Dazzle Draw format) as opposed to the way some programs store them in 2 files.

Load the file *Sample 5*. It looks like this:



Print it and you'll see this:

Now is the time for all good men...



to come to the aid of their country.

There are two new commands in *Sample 5*, the Load Picture command and the Put Picture command.

Load Picture commands are similar to Load Font commands. You can have up to 64 of them (if you have enough memory to hold that many).

Note: If you plan on using lots of pictures in your documents, you will probably need to expand your AppleWorks desktop with an Applied Engineering, Checkmate or Apple memory expansion card.

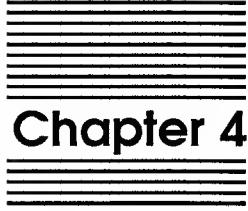
Here are the restrictions on Load Picture commands:

- they must all be at the beginning of the file
- they must be placed before any printer options or text that is to be printed
- they may be placed before or after Load Font commands
- they must each be on a separate line

Put Picture commands are similar to Change Font commands. You can have an unlimited number of Put Picture commands in a file. However, each Put Picture command **must be on a line by itself**. There are several additional features of the Put Picture command that are discussed in the Reference section on page 38.

Getting Fancy

For our last example, load the file *Sample 6* from the SuperFonts disk and print it with SuperFonts. It includes several SuperFonts commands that are not discussed in this tutorial. They are covered in the Reference section, however. *Sample 6* serves as a good example of the use of most of the SuperFonts commands. Compare it carefully to the printout.



Chapter 4

SuperFonts Reference

This section contains reference information that describes every feature of TimeOut SuperFonts in detail.

Remember, before you can use SuperFonts, you need to configure it. Refer to Appendix B for information on configuring SuperFonts.

SuperFonts Menu Selections

When you select SuperFonts from the TimeOut menu, you are asked a few questions about how you want to print your file.

Print From

The first prompt is:

Print from? Beginning Page Cursor

Select **Beginning** to print from the start of the document. Select **Page** to print a range of pages. You will be prompted for a **From** and **To** page. Select **Cursor** to start printing from the current cursor location.

Print To

The second prompt is:

Where do you want to print the file?

1. Your printer: Apple ImageWriter
Apple IIGS Serial Port
2. The screen

Selecting Your printer will print the file on your printer. If the printer and interface shown do not match your setup, you will need to configure SuperFonts with the TimeOut Utilities application (see Appendix A, page 43).

Selecting The screen will graphically print the file to the screen. This is useful for seeing page breaks, how the fonts and styles you selected look, etc. You will see a screenful at a time. To continue to the next screen, press Return. To abort printing to the screen, press Escape.

Page Setup and Print Quality

The third prompt is:

-----Page Setup-----
T: Tall Adjusted No
R: Reduce 50% No

-----Print Quality-----
H: High
S: Standard <---
D: Draft

Selecting Tall Adjusted (by pressing T) will select an alternate print density. For some printers, like the Apple ImageWriter, choosing Tall Adjusted will cause the printout to be printed with a 1 to 1 aspect ratio (nice if you're printing circles or pictures).

Selecting Reduce 50% (by pressing R) will shrink your printout 50% vertically and horizontally. Turning on Reduce 50% disables the Print Quality selections.

High, Standard and Draft are the three print qualities that are available in SuperFonts. (Select them by pressing H, S or D.) Draft is the quickest. Standard is almost as fast, and offers better looking output. High is a little slower (it does 2-pass printing for increased resolution), but it offers the best looking output. High quality printing uses the Macintosh trick of using fonts twice as large as you specify. For example, if you have a document you want printed with New.York.12 and you select High quality, SuperFonts will look for New.York.24 and squish it down for printing. If a double size font can't be found, SuperFonts will scale up the original font (e.g. New.York.12).

Note: All of the above features are not supported by every printer. The printers that cannot access these features are indicated in the Notes file.

Number of Copies

The last question is:

How many copies?

The default answer is 1. If you want one copy, just press Return. For more copies, enter the desired number (up to 9) and press Return.

SuperFonts Commands

SuperFonts adds several new commands that give you more power and flexibility in printing your AppleWorks word processor files.

Style Commands

The Style commands listed below may be placed anywhere in your document to add emphasis and style. Styling may be applied to any font.

Command	Name
<ib>	italic begin
<ie>	italic end
<ob>	outline begin
<oe>	outline end
<sb>	shadow begin
<se>	shadow end
<nb>	inverse begin
<ne>	inverse end

Example:

The quick, brown fox <ib>jumped<ie> over the lazy dog.

When SuperFonts encounters a style begin command while printing, it will print in that style until it encounters the corresponding style end command. Styles may be used together.

There is no limit to the number of Style commands you can put in a file. You can use them anywhere, even in the middle of a word.

Note: Use the normal AppleWorks Printer Options commands to access bold, underline, subscript and superscript styles.

Tip: If you're using a macro program, set up a macro for each of the Style commands. That way you can enter them with one keystroke instead of four. See the file called Macros on the SuperFonts disk.

Font Commands

SuperFonts lets you print your documents with multiple fonts. This is done with the Load Font and Change Font commands.

Load Font commands

Load Font commands:

- must be at the beginning of the file
- must be placed before any printer options or text that is to be printed
- may be placed before or after Load Picture commands
- must each be on a separate line

The font name in each Load Font command is preceded by a number from 1 to 64 that you assign.

Example:

```
<1=geneva.12>
<2=new.york.12>
```

Before SuperFonts begins printing, it looks at the beginning of the file to see which fonts you want to use. If it doesn't find any Load Font commands, it assumes you just want to use the default font (Chicago.12).

You can have up to 64 Load Font commands (assuming you have enough memory to hold that many) at the beginning of any word processor file. Don't confuse Load Font commands with Change Font commands. You can have an unlimited number of Change Font commands.

Note: If you plan on using lots of fonts in your documents, you will probably need to expand your AppleWorks desktop with an Applied Engineering, Checkmate or Apple memory expansion card.

Change Font commands

In the Change Font command you specify the number of the font (from 1 to 64) that you want to change to. You assign the font numbers in the Load Font commands.

Example:

The quick, brown <2>fox<1> jumped over the lazy <3>dog.

You can have an unlimited number of Change Font commands in a file.

Printing starts with the number 1 font unless you specify otherwise.

Change Font commands can be placed anywhere, even in the middle of a word.

Picture Commands

With the picture commands you can put Hi-Res and Double Hi-Res pictures or any portion of them in your documents. Double Hi-Res pictures must be stored as 1 file in standard Apple format (sometimes referred to as Dazzle Draw format) as opposed to the way some programs store them in 2 files.

Load Picture commands

Load Picture commands:

- must be at the beginning of the file
- must be placed before any printer options or text that is to be printed
- may be placed before or after Load Font commands
- must each be on a separate line

The picture name in each Load Picture command is preceded by the letter "p" and a number from 1 to 64 that you assign.

Example:

<p1=pic.bros>

Before SuperFonts begins printing, it looks at the beginning of the file to see which pictures you want to use, if any.

You can have up to 64 Load Picture commands (assuming you have enough memory to hold that many) at the beginning of any word processor file. Don't confuse Load Picture commands with Put Picture commands. You can have an unlimited number of Put Picture commands.

Note: If you plan on using lots of pictures in your documents, you will probably need to expand your AppleWorks desktop with an Applied Engineering, Checkmate or Apple memory expansion card.

Put Picture commands

Put Picture commands are similar to Change Font commands. In the Put Picture command you specify the number of the picture (from 1 to 64) that you want to put in your document. You assign the picture numbers in the Load Picture commands. You may also specify a portion of the picture to print if you don't want to print the whole picture. Do this by including the coordinates of the upper left

corner (x1,y1) and the lower right corner (x2,y2) of the area to be printed (e.g. <p1,x1,y1,x2,y2>). For Hi-Res pictures, $0 \leq x \leq 279$ and $0 \leq y \leq 191$. For Double Hi-Res pictures, $0 \leq x \leq 559$ and $0 \leq y \leq 191$.

Examples:

```
<p1>  
<p1,20,30,150,100>
```

You can have an unlimited number of Put Picture commands in a file.

Each Put Picture command must be placed on a line by itself.

Tip: The AppleWorks Printer Options command Center will cause a picture to be centered when printed. Unjustify and Justify will print it at the left margin. And the SuperFonts Right Justify command (discussed below) will print it at the right margin.

Tip: The SuperFonts style commands for inverse begin and end can be used to invert pictures too.

Other Commands

A few other commands are included in SuperFonts to complement its printing abilities.

Right Justify

This command will cause all subsequent text to be printed flush right (sometimes called ragged left). It must be on a line by itself. It can be cancelled (turned off) with any of these three AppleWorks Printer Options commands: Unjustify, Justify, or Center. (See the file *Sample 6* on the SuperFonts disk for an example of using the Right Justify command.)

Example:

```
<rj>
```

Tabbing

Because SuperFonts prints with proportionally-spaced characters, you can't easily use space characters to line up two or more columns of data. Using the Tab command you can start printing text at any position across the page. Tabs are specified in inches from the left margin. (See the file *Sample 6* on the SuperFonts disk for an example of using the Tab command.)

Examples:

```
<t.5>column 1 <t2>column 2 <t3.5>column 3  
<t0.7>item 1 <t4.7>item 2
```

Extra characters

Most fonts for the Apple II have 128 characters or less. SuperFonts fonts can have up to 255 characters. Since AppleWorks has no way to let you enter up to 255 distinct characters, SuperFonts provides the Extra command. It gives you access to those extra characters by re-mapping the characters from ? through ~. (See the file *Sample 7* on the SuperFonts disk for an example of using the Extra characters command.)

<x2> re-maps ASCII characters 64 - 126 to 128 - 190 and character 63 to 191

<x3> re-maps ASCII characters 64 - 126 to 192 - 254 and character 63 to 255

<x1> turns off re-mapping

Note: ASCII character 63 (?) is used in place of 127 (delete) because the delete character can't easily be entered into an AppleWorks document.

Printing the Bracket

When SuperFonts sees a left angle bracket "<" it assumes that it has found a SuperFonts command. If you want to print a "<" in your text and you don't want SuperFonts to interpret it as the start of a command, just type in two (2) of them "<<". SuperFonts understands

that to be an instruction to print the left angle bracket, rather than execute a SuperFonts command.

AppleWorks Commands

The following is a list of the AppleWorks Word Processor Printer Options commands that can be used with SuperFonts:

PW: Platen Width	FO: Page Footer
LM: Left Margin	SK: Skip Lines
RM: Right Margin	PN: Page Number
IN: Indent	PE: Pause Each page
JU: Justified	SM: Set a Marker
UJ: Unjustified	BB: Boldface Begin
CN: Centered	BE: Boldface End
PL: Paper Length	+B: Superscript Beg
TM: Top Margin	+E: Superscript End
BM: Bottom Margin	-B: Subscript Begin
SS: Single Space	-E: Subscript End
DS: Double Space	UB: Underline Begin
TS: Triple Space	UE: Underline End
NP: New Page	PP: Print Page No.
HE: Page Header	MM: Mail Merge

(The Open-Apple-Space "Sticky space" is also supported.)

Below is a list of AppleWorks Word Processor Printer Options commands that cannot be used with SuperFonts. Some of them (CI, P1, P2 and LI) logically don't apply when printing with multiple, proportionally-spaced fonts.

CI: Chars per Inch	GB: Group Begin
P1: Proportional-1	GE: Group End
P2: Proportional-2	PH: Pause Here
LI: Lines per Inch	EK: Enter Keyboard

Miscellaneous Information

SuperFonts Fonts

The fonts provided with TimeOut SuperFonts are standard Apple IIGS/Macintosh fonts. That means they can be used by other programs that use GS fonts (e.g. paint programs, etc.) That also means you can use fonts from these programs with SuperFonts.

Note: Just because they are called IIGS fonts doesn't mean they can't be used on a IIe or IIc. After all, we're doing it!

See the Notes file for a list of all the fonts on the SuperFonts disk.

Applied Engineering Document Size Limitation

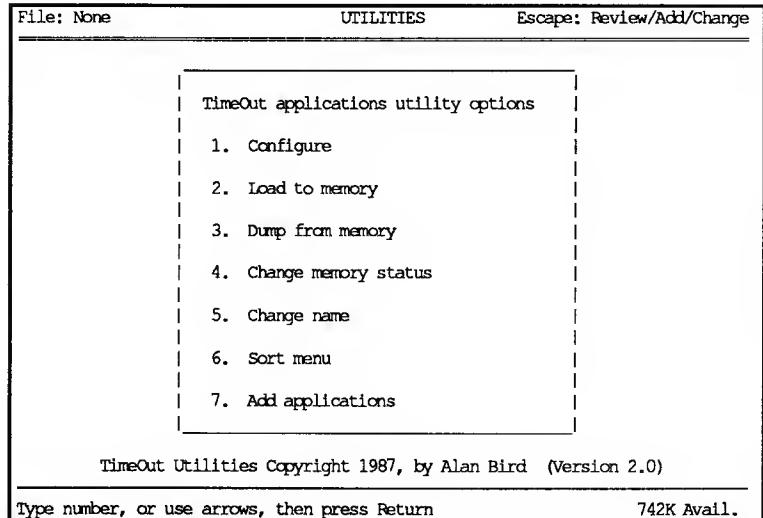
With certain versions of Applied Engineering's desktop expander, SuperFonts will be unable to print to the screen beyond the 3000th line (about page 60) of a word processor file. It is unlikely that you will ever exceed this limit, however, we are trying to solve this memory conflict. This limitation has no affect when you print to your printer. SuperFonts can print any size document on your printer.

Appendix A

TimeOut Utilities

Using the Utilities

The TimeOut Utilities application is provided with all TimeOut products. It has several functions that give you a lot more flexibility in using your TimeOut applications. To use the TimeOut Utilities, make sure that the file *TO.UTILITIES* has been copied to your TimeOut applications disk. Start up AppleWorks and press Open-Apple-Escape to call up the TimeOut menu. Select Utilities. You will see the following screen:



Configure

The Configure option allows you to set new defaults for your TimeOut applications. Configurable options might include printer type, default font, location of files needed by the application, etc. Not all TimeOut applications have configurable options.

To configure an application, select Configure from the Utilities menu. Then select the application you want to configure. You will then see a menu indicating what options may be configured for that particular application. You should also see the current value for each option in brackets [].

Select an option that you would like to change. Enter or select the new value for that option. Make sure that the TimeOut applications disk is in a drive so that the application can be updated with the new value. The next time you use the application, it will use the new value that you have supplied.

After you are finished updating configurable options, press Escape to return to the Utilities main menu.

Load to memory

TimeOut applications are either disk-resident or memory-resident. If an application was configured as disk-resident when you started up AppleWorks, you can load it into memory using the Load to memory option. Just select the option from the Utilities menu and select which application you would like to load.

Dump from memory

If you receive a message from AppleWorks indicating that it was unable to complete an option because of insufficient desktop memory, you may need to dump one or more TimeOut applications that are memory-resident. Select Dump from memory from the Utilities menu and select which application you would like to

dump. Notice that the amount of free memory indicated in the lower right hand portion of the screen increases with each application you dump. Applications that are *dumped* are returned to disk-resident status for the remainder of the AppleWorks session.

Change memory status

This option allows you to indicate whether a TimeOut application is disk- or memory-resident. Note that this only indicates how the application will be treated when you start up AppleWorks. To load an application into memory or to return it to the disk for the current AppleWorks session, you will need to use the Load to memory option or the Dump from memory option.

Change name

This option allows you to change the name of the application as it appears in the TimeOut menu. The Beagle Bros staff carefully selects a good name for each application. However, you have the flexibility of renaming it if you wish.

If the new name you enter is longer than the old name, the name change will not be reflected in the TimeOut menu until the next time you start up AppleWorks.

Sort Menu

When you apply TimeOut to your *AppleWorks STARTUP* disk, you are given the option of indicating whether or not you want the TimeOut menu automatically sorted by application name. If you choose not to have the menu sorted, you can still sort it after starting up AppleWorks by selecting Sort menu from the Utilities menu.

Add Applications

This selection allows you to add TimeOut applications to AppleWorks at any time while you are running AppleWorks. A new TimeOut menu is created for the new applications.

This feature allows you to start up AppleWorks with just a few TimeOut applications (including Utilities). You may just want to start AppleWorks only with Utilities and then add applications from their own disks as you may need them.

This feature also allow you to have more than 30 TimeOut applications by creating more than one TimeOut menu. Each menu can contain no more than 30 applications. If you have more than 30 applications, you will need to put 30 or less on each disk or in each subdirectory to be able to access all of them.

To add applications, select Add applications from the Utilities main menu, insert the disk containing the applications to be added, then specify the location of the disk.

There is no limit to the number of TimeOut menus you can create through the Add applications feature. To switch from one TimeOut menu to another, press Open-Apple-Escape to bring up the current TimeOut menu, and press Tab. If you continue to press Tab, you will cycle through all of the available TimeOut menus and will return back to your original menu.

Use the Tab key also to switch between TimeOut menus while using options 1-4 from the Utilities main menu. For example, if you select Configure and you get the wrong TimeOut menu, press Tab until the correct one appears.



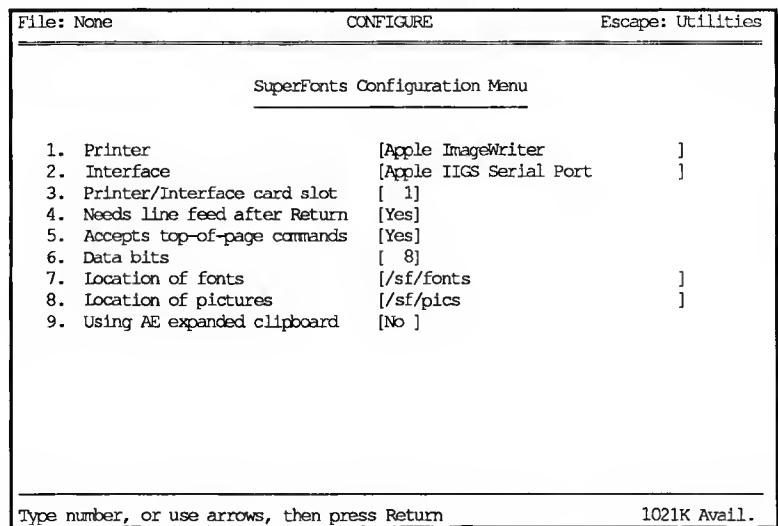
Appendix B

Configuration Options

The TimeOut Utilities application which comes with SuperFonts and most other TimeOut applications allows you to change some of the default characteristics of an application. This is called *configuring* an application.

Configuring SuperFonts

Use the TimeOut Utilities application (see Appendix A, page 43), to select Configure, then SuperFonts.



Printer

The Printer option, when selected, will display a list of printers supported by TimeOut SuperFonts. To select a printer, move the cursor to it (using the Up and Down Arrow keys) and press Return.

If your printer is not listed, check your printer manual to see if it's compatible with one of the listed printers, or try a few of the more common printers, such as Epson MX or Apple ImageWriter. If none of these work, see page 53 about contacting Beagle Bros Technical Support for assistance.

Interface

The **Interface** option, when selected, will display a list of the interface cards supported by TimeOut SuperFonts. To select an interface, move the cursor to it (using the Up and Down Arrow keys) and press Return.

If your interface is not listed, check your interface manual to see if it's compatible with one of the listed interfaces, or try a few of the more common ones, such as Apple Parallel or Apple Super Serial. If none of these work, see page 53 about contacting Beagle Bros Technical Support for assistance.

Slot

This is the slot number of your printer interface card, usually slot 1. If you're using an Apple IIc or the Apple IIGS serial port, set the slot to 1.

Needs Line Feed after Return

This option indicates whether or not your printer needs a line feed after every carriage return. This should be set to Yes for most printers, however, you may want to refer to your printer manual.

Accepts Top-of-Page Commands

This option indicates whether or not your printer accepts top-of-page commands (form feeds). This should be set to Yes for most printers, however, you may want to refer to your printer manual.

Data Bits

This option indicates whether your interface card handles information 7 or 8 bits at a time (per byte). This should normally be set to 8, unless you have an old parallel interface card. Consult your interface manual for the appropriate setting.

Location of Fonts

This option lets you specify where the fonts you want to use in your document are. You can choose one of the following:

1. ProDOS pathname
2. Slot and Drive
3. AppleWorks data disk
4. TimeOut applications disk

Use ProDOS pathname if the fonts will be in a subdirectory (such as on a hard disk).

Use Slot and Drive if the fonts will always be in the same disk drive.

Use AppleWorks data disk if the fonts will be in the same location as the current AppleWorks data disk.

Use TimeOut applications disk if the fonts are on the TimeOut SuperFonts disk and you are using it as the TimeOut applications disk, or if you have copied the fonts and TimeOut SuperFonts to a different disk that you are using as the TimeOut applications disk.

Note: This option only tells SuperFonts where to start looking for fonts. When you go to print, if SuperFonts can't find the fonts at this location, it will give you the opportunity to Try again or Try a different location.

Location of Pictures

This option lets you specify where any pictures that you want printed in your document are. You can choose one of the following:

1. ProDOS pathname
2. Slot and Drive
3. AppleWorks data disk
4. TimeOut applications disk

Use ProDOS pathname if the pictures will be in a subdirectory (such as on a hard disk).

Use Slot and Drive if the pictures will always be in the same disk drive.

Use AppleWorks data disk if the pictures will be in the same location as the current AppleWorks data disk.

Use TimeOut applications disk if the pictures are on the TimeOut SuperFonts disk and you are using it as the TimeOut applications disk, or if you have copied your pictures and TimeOut SuperFonts to a different disk that you are using as the TimeOut applications disk.

Note: This option only tells SuperFonts where to start looking for pictures. When you go to print, if SuperFonts can't find the pictures at this location, it will give you the opportunity to Try again or Try a different location.

Using AE Expanded Clipboard

This option lets you indicate whether or not you are using Applied Engineering's patches to expand the clipboard. If you are, then you should set it to Yes. SuperFonts only uses the clipboard when doing a mail merge.

Printer Problems

If you are unable to print with SuperFonts, make sure that you have configured SuperFonts for the correct printer, interface, slot and data bits. If nothing happens when you print, make sure the printer is powered-on (turned on) and selected (on-line). If you are still unable to print, see page 53 about contacting Beagle Bros Technical Support for assistance.



Customer Support Information

If you have questions or problems that your dealer can't answer, you can contact the Beagle Bros Technical Support Staff for expert assistance.

Before calling, check the instruction manual to see if it contains the information you need. Write down a complete description of the problem, the version number of the software, and the names and version numbers of any other AppleWorks enhancement programs you're using.

If you have a modem, you may also receive Tech Support on our 24-hour Customer Support System. The system provides an electronic mail and conferencing system, along with the latest information about product updates and changes.

Technical Support:

(619) 452-5502 9 am to 5 pm, weekdays (Pacific time)

Modem Tech Support:

(619) 452-5565 24 hours, everyday

Or, you can write to:

Beagle Bros, Inc.
6215 Ferris Square, Suite 100
San Diego, CA 92121

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